
Section 3:

Environmental Safety Management

CONTENTS

Page

1 Introduction

2. Normative references	
3 Definitions	
4 Environmental management system requirements	
4.1 General requirements	
4.2 Environmental policy	
4.3 Planning	
4.3.1 Environmental aspects	
4.3.2 Legal and other requirements	
4.3.3 Objectives and targets	
4.4 Implementation and operation	
4.4.1 Structure and responsibility	
4.4.2 Training, awareness and competence	
4.4.3 Communication	
4.4.5 Document control	
4.4.6 Operational control	
4.4.7 Emergency preparedness and response	
4.5 Checking and corrective action	
4.5.1 Monitoring and measurement	
4.5.2 Nonconformance and corrective and preventive action	
4.5.3 Records	
4.5.4 Environmental management system audit	
4.6 Management review.	

1. INTRODUCTION

This Environmental System has been designed to enable Right-Way Electrics to ensure it meets legislative requirements and guidelines about environmental impacts of work processes. It applies to those environmental aspects, which the organisation can control and over which it can be expected to have an influence.

2 NORMATIVE REFERENCES

ISO 144004: 1996 Environmental management systems –General guidelines :-
system and supporting techniques.

Protection of the Environment Act 1991
Contaminated Land Management Act 1997
Environmentally Hazardous Chemicals Act 1985
Dangerous Goods Act 1975
Waste Minimisation and Management Act 1995

3 DEFINITIONS

For the purposes of this International Standard, the following definitions apply.

3.1 continual improvement

process of enhancing the environmental management system to achieve improvements in overall environmental performance in line with the organization's environmental policy

3.2 environment

surroundings in which an organization operates, including air, water, land, natural resources, flora, fauna, humans, and their interrelation

3.3 environmental aspect

element of an organization's activities, products or services that can interact with the environment

3.4 environmental impact

any change to the environment, whether adverse or beneficial, wholly or partially resulting from an organization's activities, products or services

3.5 environmental management system

the part of the overall management system that includes organizational structure, planning activities, responsibilities, practices, procedures, processes and resources for developing, implementing, achieving, reviewing and maintaining the environmental policy

3.6 environmental management system audit

a systematic and documented verification process of objectively obtaining and evaluating evidence to determine whether an organization's environmental management system conforms to the environmental management system audit criteria set by the organization, and for communication of the results of this process to management

3.7 environmental objective

overall environmental goal, arising from the environmental policy, that an organization sets itself to achieve, and which is quantified where practicable

3.8 environmental performance

measurable results of the environmental management system, related to an organization's control of its environmental aspects, based on its environmental policy, objectives and targets

3.9 environmental policy

statement by the organization of its intentions and principles in relation to its overall environmental performance which provides a framework for action and for the setting of its environmental objectives and targets

3.10 environmental target

detailed performance requirement, quantified where practicable, applicable to the organization or parts thereof, that arises from the environmental objectives and that needs to be set and met in order to achieve those objectives

3.11 prevention of pollution

use of processes, practices, materials or products that avoid, reduce or control pollution, which may include recycling, treatment, process changes, control mechanisms, efficient use of resources and material substitution

4 ENVIRONMENTAL SYSTEM REQUIREMENTS

4.1 General requirements

Right-Way Electrics is committed to ensuring and maintaining an environmental Management System.

4.2 Environmental policy

At Right-Way Electrics, our Environmental policy is based on a belief that it is essential to protect and preserve our environment at all times.

The objectives of our Quality Policy are:

- To ensure that all work is carried out with regard to protecting the environment.
- To ensure all materials are used as efficiently as possible
- To ensure all wastes are minimized
- To ensure all materials are recycled in an appropriated manner
- To ensure all machinery, plant and vehicles are serviced and maintained so to reduce environmental impact
- To ensure all chemicals are used and disposed of in an appropriate manner.

The success of our environmental management system is dependent on proactive planning of all work activities with due consideration to the protection of the environment,.

This policy will be carried out through a quality programme which includes:

- Active involvement and commitment of managers to protect the environment;
- Identification of the needs of potential environmental impact
- Investigation of non conformance issues including environmental damage and impact
- Participation and consultation with employees on environmental matters through the continuous improvement programme
- Provision of information, training and supervision as necessary to ensure protection of the environment;
- Reviewing of the environment and waste programmes.

Responsibilities of Management

Managers will support this policy, being responsible for the overall quality of environmental program in the organization. They will ensure that all employees are provided with the necessary instructions, training and resources to implement this Policy and will hold them accountable to do so.

Responsibilities of Employees

Employees must ensure that they comply with all policies and procedures so to ensure that services are provided with minimal impact to the environment.

Responsibilities of Contractors.

Contractors working in association with Right-way Electrics must follow the environmental and waste management policies and procedures of Right –Way Electrics.

4.3 Planning

4.3.1 Environmental aspects

Right Way Eclectics have established procedures to identify the environmental aspects of its activities, products or services that it can control and over which it can be expected to have an influence, in order to determine those which have or can have significant impacts on the environment.

4.3.2 Legal and other requirements

The organisation has established and maintained procedures to identify and have access to legal and other requirements that are applicable to the environmental aspects of its activities, products or services.

4.3.3 Objectives and targets

Right-Way Electrics shall establish and maintain documented environmental objectives and targets, for each relevant task and level within the organisation.

When establishing and reviewing its objectives, Right-Way Electrics shall consider the legal and other requirements, its significant environmental aspects, its technological options and its financial, operational and business requirements, and the views of interested parties.

The objectives and targets shall be consistent with the environmental policy, including the commitment to prevention of pollution.

The Key performance Indicators to be used to measure the programme are:

- Number of Non-Conformance forms submitted with regard to environmental impact
- Level of Staff Training
- Waste quality
- Recycling levels
- Number of chemical and oil spills
- Level of equipment and vehicle maintenance

1.4 IMPLEMENTATION

4.4.1 Structure and responsibility

Documented procedures within the Environmental Management System shall ensure defined responsibility and accountability where applicable for the company's employees.

Accountability and responsibility for the environmental, quality as well as the health and safety of employees shall extend to contractors and or suppliers where applicable. Right-Way Electrics shall ensure that these parties are appropriately informed and acknowledge these obligations in writing.

The responsibilities of all employees within the company are shown in the standard procedures and work instructions generated to meet the business needs.

The manager or supervisor or other individual nominate in these documents has the authority to carry out their responsibilities

Management commitment is identified and confirmed by:-

Management Reviews

Management attendance at staff meetings

Issue of job descriptions or operating instructions which identify persons responsible for all activities and

Establishing training needs for the organisation

Allocating appropriate resources towards effective environmental management.

4.4.2 Training, awareness and competence

Right-Way Electrics recognises that all employees must receive training to ensure competency in the following areas:-

1. Hazardous Chemical use and disposal, including oils
2. Appropriate use of equipment'
3. Waste disposal and management]
4. Smoking on work sites (disposal of butts)
5. Appropriate equipment use

This training is to occur at Induction and on an ongoing basis as the needs arise as determined by hazard and non-conformance reporting and changes to equipment, work practices and chemicals.

See Procedures 03, 04

4.4.3 Communication

Right-Way Electrics shall establish and maintain a consultation framework in accordance with legislative and regulatory compliance requirements, relevant codes and guidelines ensuring:-\

1. All employees are consulted during the development, implementation and review of all policies and procedures utilised in the workplace relating to potential environmental impact
2. Consultation 6takes place appropriately when there are changes that effect the work place
3. All employees are involved in the discussion of non-conformance issues and
4. All employees receive positive feedback from clients when it is received.

Right-Way Electrics shall ensure that this communication framework is used for receiving, documenting and responding to interested parties in regards to environmental management. The frame work is an important tool to motivate and encourage employees to participate in quality performance with regard to preserving the environment.

The frame work shall consider the following internal and external stakeholders and their related concerns:

- Employees
- Owners/ managers
- Associated Contractors
- Local state and federal government regulatory bodies.

Methods of communication shall consider all available means including the following formal and informal communication systems:

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- Staff meetings and minutes
 - Tool Box meetings
 - Repots.

Minutes

All meetings will be minuted in a manner which is easy to interpret , with clear action plans identify responsibilities, action to be taken and time frames for action.

Reporting

Right-Way Electrics shall ensure that it has systems in place that enable all employees and contractors to readily report:

- Non conformance issues and dub optimal occurrences
- Hazards and Incidents
- Defective equipment
- Client, complaints and grievances.

See Procedure 02

4.4.4 Document control

The organisation shall establish and maintain procedures for controlling all documents required by ensure that

- a) they can be located;
- b) they are periodically reviewed, revised as necessary and approved for adequacy by authorized personnel;
- c) the current versions of relevant documents are available at all locations where operations essential to the effective functioning of the environmental management system are performed;
- d) obsolete documents are promptly removed from all points of issue and points of use, or otherwise assured against unintended use;
- e) any obsolete documents retained for legal and/or knowledge preservation purposes are suitably identified.

Documentation shall be legible, dated (with dates of revision) and readily identifiable, maintained in an orderly manner and retained for a specified period.

Procedures and responsibilities shall be established and maintained concerning the creation and modification of the various types of document.

4.4.6 Operational control

Right Way- Electrics shall identify those operations and activities which may have a significant environmental impact, in line with its policy, objectives and targets. The organisation shall plan these activities, including maintenance, in order to ensure that they are carried out under specified conditions by

- a) establishing and maintaining documented procedures to cover situations where their absence could lead to deviations from the environmental policy and the objectives and targets;
- b) stipulating operating criteria in the procedures;

c) establishing and maintaining procedures related to the identifiable significant environmental aspects of goods and services used by the organization and communicating relevant procedures and requirements to suppliers and contractors.

Specific Operational Control

1. Use of hazardous chemicals See Procedures 10, 12 13,14
2. Storage of hazardous chemicals and dangerous goods. See Procedure 15
3. Chemical Spills See Procedure 13
4. Oil spills and containment See Procedure 14
5. Vehicle use See Procedure 20
6. Equipment maintenance and use / Waste management See Procedure 21-24 and 26
7. Non-Conformance of procedures See Procedure 35

4.4.7 Emergency preparedness and response

Right-Way Electrics have established and maintained procedures to identify potential for and respond to accidents and emergency situations, and for preventing and mitigating the environmental impacts that may be associated with them.

The organisation shall review and revise, where necessary, its emergency preparedness and response procedures, in particular, after the occurrence of accidents or emergency situations. The organization shall also periodically test such procedures where practicable.

See Procedures 29-31:

4.5 CHECKING AND CORRECTIVE ACTION

4.5.1 Monitoring and measurement

The organization shall establish and maintain documented procedures to monitor and measure, on a regular basis, the key characteristics of its operations and activities that can have a significant impact on the environment. This shall include the recording of information to track performance, relevant operational controls and conformance with the organisation's environmental objectives and targets.

4.5.2 Nonconformance and corrective and preventive action

Right-Way Electrics have established procedures for defining responsibility and authority for handling and investigating nonconformance, taking action to mitigate any impacts caused and for initiating and completing corrective and preventive action.

Any corrective or preventive action taken to eliminate the causes of actual and potential non-conformances shall be appropriate to the magnitude of problems and commensurate with the environmental impact encountered.

The organisation shall implement and record any changes in the documented procedures resulting from corrective and preventive action.

4.5.3 Records

The organization shall establish and maintain procedures for the identification, maintenance and disposition of environmental records. These records shall include training records and the results of

audits and reviews. Environmental records shall be legible, identifiable and traceable to the activity, product or service involved.

Environmental records shall be stored and maintained in such a way that they are readily retrievable and protected against damage, deterioration or loss. Their retention times shall be established and recorded.

See Procedure

4.5.4 Environmental management system audit

The organization shall establish and maintain programmes and procedures for periodic environmental management system audits to be carried out, in order

to

a) determine whether or not the environmental management system: conforms to planned arrangements for environmental management including the requirements of this International Standard; and has been properly implemented and maintained;

and

b) provide information on the results of audits to management.

4.6 Management review

Right-Way Electrics management shall, at intervals that it determines, review the environmental management system, to ensure its continuing suitability, adequacy and effectiveness. The management review process shall ensure that the necessary information is collected to allow management to carry out this evaluation. This review shall be documented.

The management review shall address the possible need for changes to policy, objectives and other elements of the environmental management system, in the light of environmental management system audit results, changing circumstances and the commitment to continual improvement.